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Security Information

Incentive Awards Committee

2 December 1953

Chief, Processing and Records Division

Letterex - Use and Advantages

In accordance with your request, the following is a summary of the use of Letterex in this Division.

Letterex has been used exclusively since September of this year in the Correspondence Branch of this Division at an estimated rate of between 350 to 400 sets each working day.

The advantages of its use over the use of carbon paper and tissue paper are multiple. Its chief advantage is the time-saving factor which is estimated to be over 50 per cent. Further advantages of its use are:

- (1) prevents smudging of the original copy which is almost unavoidable when typists are constantly handling regular carbon paper;
- (2) increases the number of copies which can be produced legibly;
- (3) is more space-saving and convenient to store than carbon and tissue paper.

At the present time, the only disadvantage observed is the time and paper work involved in procuring the Letterex, since this item is not carried in stock and can be procured only through special purchase orders.

/s/

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PRD:MCD:ar (2 December 1953)

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